
Chapter 17: Intelligence and Research

Assistant Secretary**A170101 Chronological Files**

Description: Chronological files containing all correspondence signed by the Assistant Secretary for Intelligence and Research.

Disposition: Permanent. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-35, item 1

Chapter 17: Intelligence and Research

Deputy Assistant Secretaries**A170201a Chronological Files**

Description: a. Substantive Chron Files. Correspondence, reports, cables of intelligence matters covering functional analysis issues.

Disposition: Permanent. Cut off every 3 years. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 1a

A170201b Chronological Files

Description: b. Administrative Chron Files. Routine Administrative issues pertaining to the internal operations of the Office.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-91-18, item 1b

A170202 Liaison Group - Weekly Meeting

Description: Accumulation of documents concerning intelligence issues on Canada, United Kingdom and Australia that are used as background material for weekly meetings with representatives from these countries.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-59-91-18, item 2

A170203 Subject Files-DAS for Analysis - Arranged by subject

Description: Reports, memorandums, telegrams, briefing material, correspondence, intelligence reports, and other material. Files relate to the policies, plans, operations, and activities of the bureau in general, the offices overseen by incumbent, and foreign policy issues around the world.

Disposition: Permanent. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 1

A170204 Chronological Files-DAS for Analysis - Arranged chronologically

Description: Reports, memorandums, telegrams, correspondence, intelligence reports, briefing papers, and other material. Files document the activities of the Deputy Assistant Secretary for Analysis.

Disposition: Permanent. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 2

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A170205 Weekly Activities Reports

Description: Reports on activities of the Deputy Assistant Secretary for Analysis and the offices reporting to the DAS.

Disposition: Permanent. Cut off when 3 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 3

A170206 Routine Administrative Files

Description: Inventories, travel vouchers, leave records, and other non-substantive material relating to the running of the office.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-89-25, item 4

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Offices for Analysis**A170301 Program Files - Arranged by region, country or subject**

Description: Contains information on the internal affairs and foreign relations of the United States and countries under each geographic region. Includes information on political, economic, military, cultural, crisis, regional organizations and pacts. Consists of press reports, telegrams and cables, memorandums, correspondence, intelligence reports, and other agency communications.

Disposition: Permanent. Cut off when between 2 and 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 5

A170302 Intelligence Research Reports (IRR) - Arranged in numerical/chronological order or by country

Description: Analyses of events, activities, and issues prepared by in-house analysts.

Disposition: Permanent. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old. Destroy duplicate copies when 3 years old.

DispAuthNo: N1-59-89-25, item 6

A170303 Historical Files

Description: Unique collections of records on key events, crises, or issues that have been retained in the office and kept separately from the main Program Files. Includes reports, clippings, telegrams, memo-randums, and other material.

Disposition: Permanent. Cut off when 20 years old. Microfilm Records and Retire paper files to SCI storage at the National Archives. Transfer paper files to the National Archives when 30 years old. Destroy Microfilm when no longer needed.

DispAuthNo: N1-59-89-25, item 7

A170304 Reference Material

Description: Copies of other agency reports, publications, foreign newspapers and magazines, maps, and other material maintained and used as reference material on geographic issues.

Disposition: Destroy when no less than 1 year old and no more than 10 years old.

DispAuthNo: N1-59-89-25, item 8

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A170305 **CONFIDENTIAL - Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-89-25, item 9

A170306 **Geographic Activities Publications**

Description: In-house generated publications providing a summary of activities or issues for a particular region. Publications are generated monthly and bi-weekly. Included are publications such as INR Magazine.

Disposition: Permanent. Cut off when 10 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 10

A170307a **Note to Analyst - Memorandums from the Deputy Assistant Secretary for Regional Analysis sent to Directors of each division on administrative and procedural issues**

Description: a. Master set in Deputy Assistant Secretary's office.

Disposition: Retain for two years and then destroy.

DispAuthNo: N1-59-89-25, item 11a

A170307b **Note to Analyst - Memorandums from the Deputy Assistant Secretary for Analysis sent to Directors of each division on administrative and procedural issues**

Description: b. Copies sent to divisions.

Disposition: Retain for one year and then destroy.

DispAuthNo: N1-59-89-25, item 11b

A170308 **Contract Reports**

Description: Reports generated by outside contractors on specific geographic issues.

Disposition: Permanent. Retire to RSC for transfer to WNRC when 5 years old. Transfer to the National Archives in 5 year blocks when 30 years old.

DispAuthNo: N1-59-89-25, item 12

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A170309 NATO Reports

Description: Semi-annual contributions submitted to NATO (for inclusion in NATO's publications) on assessments and analysis of issues and situations in Eastern Europe and the Soviet Union that impact on NATO.

Disposition: Permanent. Cut off when 5 years old. Retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-89-25, item 13

A170310 Weekly Activities Reports

Description: Summary of activities/reports generated in-house on a weekly basis.

Disposition: Permanent. Cut off at the end of the calendar year. Hold one year and retire to SCI storage at the National Archives or to the RSC (if not SCI). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 5

A170311 Working Files

Description: Files maintained by each analyst which contain duplicate copies of documents that are located in the official files and which also contains preliminary or rough drafts of documents and notes used in the preparation of final documents and reports. (NOTE: If there are no centralized office files, the disposition of the analysts' working files is the same as Program Files of the Office.)

Disposition: Periodically review and screen out when no longer needed. Analyst is responsible for ensuring that office program files are complete and that all essential documents are filed in the Central Files.

DispAuthNo: N1-59-89-25, item 15

A170312 In-House Generated Publications

Description: Publications generated monthly or bi-weekly that summarize the activities and issues covered by an office.

Disposition: Permanent. Cut off every 10 years. Retire master set to SCI storage at the National Archives. Transfer to the National Archives when 30 years old and when National Security will permit it.

DispAuthNo: N1-59-91-18, item 6

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A170313 Chronological Files

Description: Record copies of outgoing correspondence, papers, reports, etc. drafted by offices in the Bureau of Intelligence and Research and arranged chronologically. This information is not located in the Program Files of the office.

Disposition: Permanent. Block annually. Retire to RSC between 3 and 5 years depending upon the requirements of the office. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-94-16, item 1

Chapter 17: Intelligence and Research

Office of the Geographer**A170401 Historical Files on Boundary Issues**

Description: Historical files on post-World War II boundary issues covering negotiations defining borders among the countries at the Paris Peace Conference. Contains reports of commissions, reports from the meetings, memos, studies, minutes of the meetings, maps and diplomatic notes.

Disposition: Permanent. Retire when 10 years old. Offer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 8

A170402 Geographic Publications

Description: Consist of three publications (Geographic Notes Publication, International Boundary Studies and Limits in the Sea Publication) that are generated in-house by the Office of the Geographer.

Disposition: Permanent. Retain in-house for distribution to requestors. Retire one master set to NARA when 30 years old.

DispAuthNo: N1-59-91-18, item 9

A170403 Camp David Peace Treaty Maps

Description: Original maps created and used for the peace talks at Camp David during the negotiations between Israel and Egypt.

Disposition: Permanent. Retire when 5 years old to OIS/RA/RSC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-91-18, item 10

A170404 Percy Maritime Charts - 1958

Description: Charts created as part of a study projecting the division of the seabed. Charts were never used for any maritime negotiations or State Department policy-making efforts.

Disposition: Destroy immediately.

DispAuthNo: N1-59-91-18, item 11

A170405 Contributions to the Secretary's Morning Summary

Description: Contributions by the Office of Geographer's to the Secretary's Morning Summary.

Disposition: Permanent. Retire when 5 years old to OIS/RA/RSC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-91-18, item 12

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A170406 First Order Administrative Division Files

Description: Documents containing information on internal administrative boundaries arranged by country.

Disposition: Retire when 5 years old to OIS/RA/RSC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-91-18, item 13

A170407 Consular District Files

Description: Maps identifying the boundaries of each U.S. Consular district overseas.

Disposition: Permanent. Retire when 10 years old to OIS/RA/RSC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-91-18, item 14

A170408 Bering Sea File

Description: Negotiations and discussions leading up to the final agreement between the U.S. and Soviet Union on the maritime boundary of the Bering Sea.

Disposition: Permanent. Retire to OIS/RA/RSC upon approval of the final agreement. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 15

A170409 Crisis Management Packages

Description: An accumulation of geographic maps that are used during political crisis. Each country contains numerous maps depicting different perspectives of the country and cities.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-91-18, item 16

A170410 History of the Office

Description: Documentation on the creation and expansion of the Office of the Geographer. Contains memorandums, correspondence and reports identifying the development of the office.

Disposition: Permanent. Retire when 10 years old to OIS/RA/RSC. Transfer to the National Archives when 20 years old.

DispAuthNo: N1-59-91-18, item 17

Chapter 17: Intelligence and Research

A170411a U.S. Boundary Charts

Description: a. U.S. Boundary - Base Line Charts. Charts, maps, and other records that establish the legal tidal water base line limit of the United States of America. This base line is midway between high and low tide marks at a certain time of the year. Because of erosion and accretion these charts are updated periodically to adjust the official limit.

Disposition: Permanent. Transfer to the National Archives 3 years after periodic update.

DispAuthNo: N1-59-88-29, item 1a

A170411b U.S. Boundary Charts

Description: b. U.S. Boundary - Demarcation Charts. Charts, maps, and other records that determine, establish, and delimit the legal international boundary between the United States of America and any foreign countries by agreement, convention, protocol, or treaty.

Disposition: Permanent. Transfer to the National Archives 3 years after the final resolution of agreement, etc.

DispAuthNo: N1-59-88-29, item 11b

A170411c U.S. Boundary Charts

Description: c. U.S. Boundary - Dispute Charts. Charts, maps, and other records that relate to any international legal disputes, litigation, arbitration, etc. which determine, establish, or delimit the boundary between the United States of America and foreign countries.

Disposition: Permanent. Transfer to the National Archives 3 years after final determination is made.

DispAuthNo: N1-59-88-29, item 11c

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Office of Politico-Military Analysis**A170501 Chronological Files**

Description: Chronological files consisting of all in-house generated correspondence and reports by the staff.

Disposition: Permanent. Retire when 10 years old to OIS/RA/RSC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 18

A170502 Crisis Management Files

Description: Collection of maps, reports, evacuation studies, photos, that are used during political crisis within a certain country. Information consists of international material and information received from other agencies.

Disposition: Retain indefinitely. Destroy information when superseded or of no further value.

DispAuthNo: N1-59-91-18, item 19

A170503a Arms Trade Files

Description: a. Substantive information pertaining to arms trade activities within other countries. Information is arranged geographically and by subject. Contains articles, memos, finished products from other agencies and INR generated products and notes pertaining to arms trade.

Disposition: Retire to SCI storage at the National Archives when 10 years old, if no longer needed. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 20a

A170503b Arms Trade Files

Description: b. Background information on contracts and negotiations on arms trade activities. Consists primarily of internal and other agencies cable traffic.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-91-18, item 20b

A170504 Operation Staunch Files

Description: Information pertaining to Iran-contra related issues, embargo against Iran, illegal markets, etc.

Disposition: Permanent. Retire to SCI storage at the National Archives when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 21

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A170505 Operation Stigma Files

Description: Information pertaining to the arms embargo against Iraq as a result of Iraqi's invasion of Kuwait in August 1990.

Disposition: Permanent. Retire to SCI storage at the National Archives when 10 years old.
Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 22

Chapter 17: Intelligence and Research

Office of Research

A170601a **Contract Research Files - Files arranged by fiscal year and then by contract number. Contains all background material leading up to the awarding of the contract and all subsequent documentation relating to the project.**

Description: a. Final product and substantive comments thereon.

Disposition: Permanent. Retire 10 years after completion of the contract. Offer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 23a

A170601b **Contract Research Files - Files arranged by fiscal year and then by contract number. Contains all background material leading up to the awarding of the contract and all subsequent documentation relating to the project.**

Description: b. Contract requisitions and related papers preliminary to award, administration, receipt, and payment.

Disposition: Destroy 3 years after payment.

DispAuthNo: N1-59-91-18, item 23b

A170602a **Title VIII Grant Program - Federally funded program for issuing research grants on Soviet and Eastern European topics. Program was created in 1983.**

Description: a. Application Files. Information submitted by applicants for the Grant Program.

Disposition: Retain for 10 years and destroy.

DispAuthNo: N1-59-91-18, item 24a

A170602b **Title VIII Grant Program - Federally funded program for issuing research grants on Soviet and Eastern European topics. Program was created in 1983.**

Description: b. Meeting Reports.

Disposition: Permanent. Retire to OIS/RA/RSC when 10 years old. Offer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 24b

A170602c **Title VIII Grant Program - Federally funded program for issuing research grants on Soviet and Eastern European topics. Program was created in 1983.**

Description: c. Stenographic Records. Transcripts from the Advisory Committee deciding the issuance of the grants.

Disposition: Permanent. Retire when 30 years old to the National Archives.

DispAuthNo: N1-59-91-18, item 24c

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A170602d **Title VIII Grant Program - Federally funded program for issuing research grants on Soviet and Eastern European topics. Program was created in 1983.**

Description: d. Correspondence Files. All incoming correspondence from academic institutions and Congressional inquiries requesting information on the Grant Program. Includes replies to these requests.

Disposition: Keep for 10 years and destroy.

DispAuthNo: N1-59-91-18, item 24d

A170602e **Title VIII Grant Program - Federally funded program for issuing research grants on Soviet and Eastern European topics. Program was created in 1983.**

Description: e. Budget Files. Information on testimony for the Hill, annual reports for renewal of the charter, budget development for each FY, Federal register announcements, etc.

Disposition: Retire when 10 years old to OIS/RA/RSC. Destroy when 20 years old.

DispAuthNo: N1-59-91-18, item 24e

A170602f **Title VIII Grant Program - Federally funded program for issuing research grants on Soviet and Eastern European topics. Program was created in 1983.**

Description: f. Grant Administrative Files. Summary file covering all grant recipients for each year and their awards.

Disposition: Keep for 10 years or destroy when no longer needed.

DispAuthNo: N1-59-91-18, item 24f

A170603a **Soviet Interview Project - Research project interviewing Soviet emigres 5 years prior to departure from the Soviet Union.**

Description: a. Substantive reports.

Disposition: Permanent. Retire 5 years after completion of the project to OIS/RA/RSC. Offer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 25a

A170603b **Soviet Interview Project - Research project interviewing Soviet emigres 5 years prior to departure from the Soviet Union.**

Description: b. Routine correspondence and progress reports.

Disposition: Destroy 2 years after completion of project.

DispAuthNo: N1-59-91-18, item 25b

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A170604 History of the Office

Description: Background material on the development of the Office of External Research Programs

Disposition: Permanent. Retire when 20 years old to OIS/RA/RSC. Offer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-18, item 26

A170605 InfoSouth Grant Program

Description: Background material on the grant program used to oversee the operations of the InfoSouth database. This database identifies all articles and periodicals that are written about Latin America.

Disposition: Retain until the Grant Program is no longer in existence. Destroy 5 years later.

DispAuthNo: N1-59-91-18, item 27

A170606 Intelligence Producers Council

Description: Working files of INR's contribution to the Intelligence Producers Council.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-91-18, item 28

Office of Terrorism and Narcotics Analysis**A170701 Intelligence Exchange Files**

Description: Information arranged by countries regarding notices of meetings and summaries about meetings that were held within the Department, other agencies and the foreign community.

Disposition: Retain for 5 years, then destroy.

DispAuthNo: N1-59-91-18, item 29

**A170702 CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS**

Description:

Disposition:

DispAuthNo: N1-59-91-18, item 30

Chapter 17: Intelligence and Research

Office of Publications**A170801 Morning Summaries**

Description: Daily analysis of current intelligence issues and activities that are submitted to the Secretary of State.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 1

A170802 Morning Briefs

Description: Summary cover sheet generated each morning that highlights recent intelligence activities and issues that have occurred since the previous brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 2

A170803 Afternoon Briefs

Description: Summary cover sheet generated each afternoon that highlights recent intelligence activities and issues that have occurred since the previous morning brief. Information consists of subject and a one or two line summation, source of information, and classification. Attached to cover sheet are copies of the sources of information.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 3

A170804 Terrorism Watch Summary

Description: Daily summary of recent terrorist activities researched from press reports, cables, and other agencies' reports.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 4

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A170805 Narcotics Intelligence Summary

Description: Daily summary of recent narcotics activities researched from press reports, cables, and other agencies' reports.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 5

A170806 Morning Selections

Description: Daily report which consists of cover sheet identifying main subjects of intelligence cables received from other agencies. Attached are copies of the cables.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 6

A170807 Spot Intelligence Reports

Description: Periodic reports prepared on special issues of importance.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 7

A170808 INR Watch Office Log

Description: Daily log of all significant actions taken by INR Watch Office.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-91-10, item 8

A170809 Reserved for future use

Description:

Disposition:

DispAuthNo:

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A170810a Systems Administrator Management Files

Description: a. Historical Files. Contains background information on previous information systems that were used prior to the current INRISS.

Disposition: Destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

DispAuthNo: GRS 20, item 1(c)

A170810b Systems Administrator Management Files

Description: b. Budget Files. Background information on costs associated with implementation of the INRISS.

Disposition: Destroy when no longer needed.

DispAuthNo: GRS 20, item 1(c)

A170810c Systems Administrator Management Files

Description: c. Directories. Consist of statistics generated by the system regarding available storage and amount of memory used by offices and individuals.

Disposition: Delete when no longer needed.

DispAuthNo: GRS 20, item 1(c)

A170810d Systems Administrator Management Files

Description: d. Users Files. Administrative information on employees added and deleted from INRISS.

Disposition: Delete/destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.

DispAuthNo: GRS 20, item 1(c)

A170811 Intelligence Research Reports (IRR)

Description: Master set of all Intelligence Reports generated by the Bureau and maintained in a central location.

Disposition: Permanent. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.

DispAuthNo: N1-59-91-8, item 1

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A170812 Weekend Edition

Description: An adjunct to the Secretary's Morning Summary which elaborates on current intelligence topics. Published bi-weekly and distribution is limited to those receiving the morning summary.

Disposition: Permanent. Transfer to the National Archives when 30 years old (i.e. in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.

DispAuthNo: N1-59-91-8, item 2

A170813 INR Magazine

Description: Biweekly or monthly office publication containing recent highlights and trends on intelligence issues.

Disposition: Destroy when one year old.

DispAuthNo: N1-59-91-8, item 3

A170814 Current Economic Reporting System (CR)

Description: This on-line series controls required economic reporting on a post by post basis throughout the world. It monitors reporting by matching due dates with submitted reports, and identifying overdue reports.

Disposition: Disposable. Destroy when active agency use ceases.

DispAuthNo: NCI 59 83 4, item 9

A170815 External Research Master

Description: This series contains an annual inventory for the years 1974-77 of Federal Government supported research projects concerning foreign affairs.

Disposition: Destroy when active agency use ceases.

DispAuthNo: NCI 59 83 4, item 40

A170816 INR Brief

Description: Intelligence publication on one particular issue or subject.

Disposition: Permanent. Transfer to the National Archives when 30 years old (i.e., in 2000, transfer all reports through 1969, in 2010, transfer all reports through 1979, etc.). Transfer to WNRC in the interim if necessary.

DispAuthNo: N1-59-91-8, item 3

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Office of Intelligence Liaison**A170901a Program Files - Arranged by subject, region, or country**

Description: Information documenting policies, procedures and programs on sensitive intelligence activities of the Department and interaction with the other intelligence agencies. Includes information on reconnaissance, narcotics, terrorism, counter-terrorism, surveillance, congressional committee files, etc. Officers working files that are not duplicated in the program files should be retired with the Program files.

a. Codeword Material.

Disposition: Permanent. Cut off when 1 year old. Retire when 5 years old to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-42, item 1a

A170901b Program Files - Arranged by subject, region, or country

Description: Information documenting policies, procedures and programs on sensitive intelligence activities of the Department and interaction with the other intelligence agencies. Includes information on reconnaissance, narcotics, terrorism, counter-terrorism, surveillance, congressional committee files, etc. Officers working files that are not duplicated in the program files should be retired with the Program files.

b. Non-codeword Material.

Disposition: Permanent. Cut off when 1 year old. Retire when 5 years old to RSC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-42, item 1b

A170902a Briefing Books - Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

Description: a. Codeword Material.

Disposition: Permanent. Retire when 5 years old to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-42, item 2a

A170902b Briefing Books - Briefing books generated for working group meetings, committees, transition teams, planning groups, etc.

Description: b. Non-codeword Material.

Disposition: Permanent. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-42, item 2b

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A170903 Chronological Files

Description: Copies of outgoing and some incoming documents arranged in chronological order containing codeword material.

Disposition: Permanent. Retire when 1 year old to SCI facility at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 3

A170904a Historical Files

Description: Special record collections of various interests to the office on incidents, events, relations with other agencies, countries, committees, etc. Contains memorandums, notes, cables, legislation, correspondence, briefing books, back channel traffic, summaries of inter-office/interagency meetings, etc.

a. Codeword Material.

Disposition: Permanent. Retire when 10 years old or sooner to the SCI facility at the National Archives. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 4a

A170904b Historical Files

Description: Special record collections of various interests to the office on incidents, events, relations with other agencies, countries, committees, etc. Contains memorandums, notes, cables, legislation, correspondence, briefing books, back channel traffic, summaries of inter-office/interagency meetings, etc.

b. Non-codeword Material.

Disposition: Permanent. Retire when 10 years old or sooner to RSC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 4b

A170905 ROGER Channel

Description: Arranged primarily by country but includes broadly addressed outgoing telegrams. Master set of all cable traffic to and from posts with restricted distribution covering sensitive intelligence issues. Records also include files on the history and use of the ROGER Channel.

Disposition: Permanent. Retire master set when 10 years old to RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 5

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Chapter 17: Intelligence and Research

A170906 **CONFIDENTIAL - Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 6

A170907 **CONFIDENTIAL - Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 7

A170908a **CONFIDENTIAL - Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 8a

A170908b(1) **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 8b(1)

A170908b(2) **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 8b(2)

U.S. Department of State Records Disposition Schedule*October 1, 1998*

Chapter 17: Intelligence and Research

A170908c **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 8c

A170908d **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 8d

A170908e **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 8e

A170909 **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 9

A170910 **INR Analysis - Arranged chronologically**

Description: Reports prepared for House and Senate committees. The reports examine major foreign policy issues using all available intelligence information.

Disposition: Permanent. Retire when 10 years old to RSC. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 10

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A170911 **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 11

A170912a **Defense Attache System Files - Information on the placement and arrangements for military personnel overseas. Arranged alphabetically by country and cut off when 1 year old. Contains cables, memorandums, and correspondence with DOD.**

Description: a. Codeword Material.

Disposition: Permanent. Retire when 5 years old to SCI storage at the National Archives.
Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 12a

A170912b **Defense Attache System Files - Information on the placement and arrangements for military personnel overseas. Arranged alphabetically by country and cut off when 1 year old. Contains cables, memorandums, and correspondence with DOD.**

Description: b. Non-codeword Material.

Disposition: Permanent. Retire when 5 years old to RSC. Transfer to WNRC when 10 years old.
Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 12b

A170913 **CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6**
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant Secretary for RPS

Description:

Disposition:

DispAuthNo: N1-59-93-42, item 13

A170914 **Discovery Files**

Description: Information requested for litigation hearings and congressional committee requests.
Contains all documentation that was generated on specific issues, events, or people.

Disposition: Permanent. Retire when 5 years old to RSC. Transfer to WNRC when 20 years old.
Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-42, item 14

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A170915 Reference Material

Description: Extra copies of publications, reports, and other material collected and used strictly as reference or research tools. This item does not cover any documentation created by or for INR/IL in carrying out its program responsibilities.

Disposition: Destroy when superseded or no longer needed.

DispAuthNo: NR

**A170916 CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS**

Description:

Disposition:

DispAuthNo: N1-59-92-9, item 1

**A170917 CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS**

Description:

Disposition:

DispAuthNo: N1-59-92-9, item 2

**A170918 CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS**

Description:

Disposition:

DispAuthNo: N1-59-92-9, item 3

**A170919 CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS**

Description:

Disposition:

DispAuthNo: N1-59-92-9, item 4

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Chapter 17: Intelligence and Research

A170920 Personnel Card File

Description: Pertinent information obtained from the inactive personnel files prior to their destruction.

Disposition: Destroy 10 years after last activity of the employee.

DispAuthNo: N1-59-92-9, item 5

**A170921 CONFIDENTIAL- Reason: 1.5 (c) and (d) Decl: 1.6 (d) X1, X6
Classified under Executive Order 12958 by Frank M. Machak, Deputy Assistant
Secretary for RPS**

Description:

Disposition:

DispAuthNo: N1-59-92-9, item 6

A170922 Country Files

Description: Information on administrative issues arranged by post. Contains cables.

Disposition: Review the information annually and destroy when no longer needed.

DispAuthNo: N1-59-92-9, item 7

A170923 Program Files-Research Division

Description: Information arranged by subjects and countries on INR/IL/RD's coordination of posts reporting on three programs (1) Country Director Evaluation, (2) Post Reporting Plan, and (3) Schedule Program Reports. Information consists of the office contacting posts to submit certain reports and then coordination of the appropriate INR's clearances on these reports. Consists mainly of cable traffic.

Disposition: Permanent. Block annually. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-9, item 1

A170924 Chronological Files

Description: Duplicate copies of outgoing correspondence such as telegrams, memorandums, letters, maintained in chronological order and used for reference purposes.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-9, item 2

Chapter 17: Intelligence and Research

A170925 Research Review Clearance Files

Description: Information documenting the policies and procedures of the Research Council which determines which research projects will be conducted by outside contractors. The Department grants final approval on each project.

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: N1-59-95-9, item 3

A170926 Research Review Files

Description: Requests from other intelligence agencies for Department of State's clearance on proposals for research projects and clearance for outside contractors to perform the projects. Files are arranged by project and include incoming requests and Department of State's response.

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: N1-59-93-13, item 1

Chapter 17: Intelligence and Research

Office of the Executive Director**A171001a(1) INR Information Support System (INRISS)**

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

a. Public Databases.

(1) Collateral.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-13, item 1a(1)

A171001a(2) INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

a. Public Databases.

(2) State.

Disposition: Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

DispAuthNo: N1-59-94-13, item 1a(2)

A171001a(3) INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

a. Public Databases.

(3) SCI.

Disposition: Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

DispAuthNo: N1-59-94-13, item 1a(3)

Chapter 17: Intelligence and Research

A171001a(4) INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

a. Public Databases.

(4) FBIS.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-13, item 1a(4)

A171001a(5) INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

a. Public Databases.

(5) News.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-13, item 1a(5)

A171001b(1) INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

b. Non-public Databases.

(1) CLO.

Disposition: Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

DispAuthNo: N1-59-94-13, item 1b(1)

Chapter 17: Intelligence and Research

A171001b(2) INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

b. Non-public Databases.

(2) SPE.

Disposition: Permanent. Transfer to the National Archives when 20 years old. Transfer will be made in accordance with CFR regulations and NARA requirements in effect at the time of transfer.

DispAuthNo: N1-59-94-13, item 1b(2)

A171001c INR Information Support System (INRISS)

Description: The central automated system consisting of five public databases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

c. Profiles.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-94-13, item 1c

A171001d INR Information Support System (INRISS)

Description: The central automated system consisting of five public atabases of information (classified and unclassified) networked with the intelligence community, news services, FBIS, and State Archiving System (SAS).

d. Message, telegram and report documentation. Documentation includes, but is not limited to, the user manuals, systems descriptions, baseline requirements reports, reports, the record layout/file structure and codes for any fielded data element within a record or its envelope. When available, the documentation for each separate file will include any additional information about the content and organization of the file and/or context in which the messages were collected within the physical file.

Disposition: Permanent. Transfer a copy of the systems documentation to the National Archives with the records described in Items 1(a)(2), 1(a)(3), 1(b)(1), and 1(b)(2). Transfer any updates to the documentation with subsequent transfers of records.

DispAuthNo: N1-59-94-13, item 1d
